

<b>PHYSICAL SECURITY CHECKLIST</b> <i>(USACE Suppl 1 to AR 190-13)</i>			DATE OF SURVEY	DATE OF INITIAL SURVEY	DATE OF PREVIOUS SURVEY
PART I - GENERAL					
PREPARING AGENCY			NAME AND ADDRESS OF INSTALLATION OR FACILITY SURVEYED		
NAME OF COMMANDER			NAME OF INSTALLATION OR FACILITY SECURITY MANAGER		
NAME(S) OF PERSON(S) AND TITLE(S) INTERVIEWED <i>(Entrance)</i>			INSTALLATION ACREAGE	NUMBER OF BUILDINGS	
NAME(S) OF PERSON(S) INTERVIEWED <i>(Exit)</i>			NAME OF INSPECTING PERSONNEL <i>(Grade, Title, Organization)</i>		
MILITARY	CIVILIAN	SECURITY FORCE	SIGNATURE		
PART II - FENCING					
ITEM			SATISFACTORY	UNSATISFACTORY	N/A
1. Have critical areas been identified? (App F, FM 19-30)					
2. Is the perimeter barrier a chain-link fence? (Para 5-2, FM 19-30)					
3. Is the perimeter barrier a specifically authorized design? (Para 5-4, FM 19-30)					
4. Is nine gauge or heavier mesh used? (Para 5-4a, FM 19-30)					
5. Mesh openings no larger than 2 inches? (Para 5-4e, FM 19-30)					
6. Fence edge twisted and barbed at the top and bottom? (Para 5-4a, FM 19-30)					
7. Bottom of fence within 2 inches of solid ground? (Para 5-4a, FM 19-30)					
8. Topguard 12 inches high and strung upward and outward at 40 degree angles? (Para 5-4e, FM 19-30)					
9. Recommend a clearance of 20 ft minimum between a perimeter barrier and exterior structures, parking areas and natural or man made features? (Para 5-12b, FM 19-30)					
10. Is the perimeter posted with "U.S. Property-No Trespassing" signs (NSN 9905-559-2971)? (Para 5-11, FM 19-30)					
11. If building walls, floors, or roofs form part of the perimeter barrier, do they provide security equal to the associated barrier? (Para 5-6, FM 19-30)					
12. Are utility openings of 10 inches or more in diameter, that pass through perimeter barriers, secured by security screening or mesh? (App E, AR 190-51)					
13. Do gates provide security equal to the associated barrier? (Para 5-4f, FM 19-30)					
14. Are all gates secured with case-hardened, steel padlocks and chains or hasps? (App D, AR 190-51)					
15. Are hasp nuts and bolts tackwelded or have the threads been deformed to prevent easy removal (Para 5-18e, FM 19-30) (App C, AR 190-51)					

**PHYSICAL SECURITY CHECKLIST (Cont'd)**

**PART III - LIGHTING**

ITEM	SATISFACTORY	UNSATISFACTORY	N/A
16. Is adequate lighting provided during hours of darkness? (Para 6-1, FM 19-30)			
17. Do the lights provide adequate illumination for observation of critical areas? (Para 6-7(3), FM 19-30)			
18. Are repairs to lights and replacement of inoperative lamps accomplished immediately? (Paras 6-4a & 6-9, FM 19-30)			

**PART IV - DOORS, WINDOWS, LOCKS**

19. Are exterior doors secured with a 1 inch throw deadbolt locking device or case-hardened steel padlock? (App C, AR 190-51)			
20. Are exposed hinge pins and hasps to all exterior doors protected to prevent removal? (App C, AR 190-51)			
21. Are all ventilators and windows in excess of 96 square inches, or other means of entry, covered with steel bars or security screening? (Para 5-5b, FM 19-30 & App C, AR 190-15)			
22. Are all windows secured from the inside? (Para 5-6c, FM 19-30)			

**PART V - KEY CONTROL**

23. Are all locks rotated annually? (Para D-5, Subpara C, App D, AR 190-15)			
24. Are key control procedures in compliance with App D, AR 190-51?			
25. Are keys secured in a locked cabinet after duty hours? (App D, AR 190-51)			
26. Are locks changed immediately after a theft or loss of a key? (App D, AR 190-51)			
27. Are keys inventoried at least semi-annually? (App D, AR 190-51)			
28. Are master keys used? (App D, AR 190-51)			
29. Are key registers kept separate from the keys? (App D, AR 190-51)			
30. Has a key custodian been appointed in writing? (App D, AR 190-51)			
31. Is the key box locked when left unattended? (App D, AR 190-51)			

**PART VI - INTRUSION DETECTION SYSTEM (IDS)**

32. Has an IDS been installed? <i>(If not, explain why the IDS system has not been installed.)</i>			
33. Has an SOP been established for the operation of the IDS? <i>(Management)</i>			

**PHYSICAL SECURITY CHECKLIST (Cont'd)**

**PART VI - INTRUSION DETECTION SYSTEMS (IDS) (Cont'd)**

ITEM	SATISFACTORY	UNSATISFACTORY	N/A
<p>34. Does the SOP include:</p> <p style="padding-left: 40px;">a. Instructions for regular testing, activation/deactivation, and response? (Para 7-39b, FM 19-30)</p> <p style="padding-left: 40px;">b. Requirements for a logbook to be kept to dictate alarm activations by date, time, and type (actual or false)? <i>(Management)</i></p> <p>35. Is a daily record kept of the number of alarms and any malfunctions experienced with the IDS? (Para 7-39(f) - FM 19-30)</p> <p>36. According to the user's evaluation, is the IDS efficient? (App R, FM 19-30)</p> <p>37. At the time of the inspection/survey, was the IDS functioning properly? (Para 7-39b, FM 19-03)</p> <p>38. Is the IDS suitable to the facility's location, environment and threat level? If not, explain in remarks section. (App R, FM 19-30)</p> <p>39. Are all components located outdoors protected from the weather and willful tampering?</p> <p>40. Is the IDS equipped with a power status indicator module? (Para 7-18, FM 19-30)</p> <p>41. Is an alternate power source used to provide continuous operation in case of power outage? (Para 7-39, FM 19-30)</p> <p>42. Are spare parts, such as bulbs and fuses, readily available to the user? (Para 7-39, FM 19-30)</p> <p>43. Is a Duress capability built into the IDS? (Para 7-5, FM 19-30)</p>			

**PART VII - POL AND VEHICLES**

<p>44. Are vehicles keys removed from unattended vehicles? (Para 3-5, AR 190-51)</p> <p>45. Are Corps vehicles adequately secured after duty hours? (Para 3-5b, AR 190-51)</p> <p>46. Are pilferable items left exposed in unattended vehicles? (Para 3-5, AR 190-51)</p> <p>47. Recommend that locking gas caps or spring type gas guards be used on all Corps vehicles? (Para 3-13, AR 190-51)</p> <p>48. Are pickup truck spare tires secured by case-hardened padlocks and chains? (Para 3-5, AR 190-51)</p> <p>49. Are government credit cards and vehicle keys kept in a locked container when not in use? (Para 3-13, AR 190-51)</p> <p>50. Are pilferable POL items adequately secured after duty hours? (Para 3-13, AR 190-51)</p> <p>51. Is the POL pump nozzle locked after duty hours? (Para 3-13b, AR 190-51)</p> <p>52. Are the filler caps to bulk storage tanks secured after duty hours? (Para 3-13b, AR 190-51)</p> <p>53. Is the use and inventory of all POL items documented? (AR 703-1, Para 3-18 and 7-4)</p>			
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--	--	--

**PHYSICAL SECURITY CHECKLIST (Cont'd)**

**PART VIII - BOATS AND MOTORS**

ITEM	SATISFACTORY	UNSATISFACTORY	N/A
54. Are boats and trailers parked in a secure area after duty hours? (Para 3-8c, AR 190-51)			
55. Are outboard motors and fuel tanks secured when not in use? (Para 2-5b & 3-6b, AR 190-51)			
56. Are small boats removed from the water or secured otherwise when not in use? ( <i>Management</i> )			
57. Are boats, trailers, and motors marked for easy identification? (App F, AR 190-51)			
58. Are sea cocks and valves secured to prevent sinking of the vessel? ( <i>Management</i> )			
59. Are fuel storage areas secured when boat is not occupied? ( <i>Management</i> )			

**PART IX - POWERHOUSE, LOCKS AND DAMS**

60. Is there a public viewing area with well defined limits? (Para 16-5a, FM 19-30)			
61. Are all entrances/exits beyond the public viewing area secured to prevent visitors access to vulnerable areas? (Para 16-5a, FM 19-30)			
62. Are unescorted visitors prohibited from carrying package into vulnerable areas? (Para 16-6b, FM 19-30)			
63. Are control rooms secured by chains and padlocks or other adequate locking devices? (Para 16-12c, FM 19-30)			

**PART X - IMPREST AND RECREATION FEE FUNDS**

64. Are both funds kept separate? (Para 15b(4), AR 37-103-1)			
65. Are safes locked when unattended utilizing a DA Form 672? (Para 5-202, AR 380-5)			
66. Are locks and safe combinations changed at least every six months or upon change of the key custodian? (Para 3-77b, C64, AR 37-103)			
67. Date of last safe combination/lock change? _____ (Para 3-77b, C64, AR 37-103)			
68. Are safes chained or bolted to the floor or other immovable object? (Para 3-77b, C64, AR 37-103)			

**PART XI - AUTOMATED DATA PROCESSING SYSTEM (ADP)**

69. Is an ADPS in use? ( <i>If no, proceed to part XII, if yes, complete part XI</i> )			
70. Is the ADPS area under continuous surveillance ( <i>Human or Electronic</i> )? (Para 3-4a, AR 380-380)			
71. Is access to data files and media libraries restricted to those whose official duties require access to them? (Para 3-4c, AR 380-380)			

**PHYSICAL SECURITY CHECKLIST (Cont'd)**

**PART XI - AUTOMATED DATA PROCESSING SYSTEM (ADP) (Cont'd)**

ITEM	SATISFACTORY	UNSATISFACTORY	N/A
72. Is the ADPS area protected from natural disasters, such as fire or flood? (Para 3-4d, AR 380-380)			
73. Is security provided by at least two separate individual barriers or electronic systems for mission essential ADPS areas? (Para 3-7c, AR 380-380)			
74. Are remote terminals located in an area secured and monitored after duty hours? (Para 3-11a, AR 380-380)			
75. Are buildings or rooms housing uninterruptible power sources for ADPS provided an adequate level of security? (Para 3-14a, AR 380-380)			
76. Has an ADPSSO, NSO, TASO as appropriate been assigned in writing? (Para 1-4k, l, n, AR 380-380)			
77. Has a sensitivity level been assigned to each automated system or facility according to paragraph 1-8 or AR 380-380? (Para 2-3d, AR 380-380)			
78. Has an accreditation document been prepared and an accreditation statement been signed by the accrediting authority? (Para 10-3, and Appendix I; para 10-5 and Figure 10-1, AR 380-3802-3d, AR 380-380)			
79. If an ADP system is designated non-sensitive is there an analysis on file supporting this designation and approved by the SSM? (Para 1-8d, AR 380-380)			
80. Has an accreditation review been conducted within the required time frame? (Para 10-4d, AR 380-380)			
Date of Accreditation Review _____ Sensitivity Level _____			
81. Have ADP sensitive positions been designated? (Para 1-10c, AR 380-380)			
82. Are passwords being controlled and changed as required? (Para 5-3, AR 380-380)			

**PART XII - MISCELLANEOUS**

83. Is there a proper procedure in effect that assures accountability of all property? (AR 735-5)			
84. Are unauthorized persons kept from storage areas? (Para 3-7b, AR 190-51) (AR 380-380)			
85. Are tools and supplies adequately protected from pilferage? (Para 3-7b, AR 190-51) (AR 380-380)			
86. Is all equipment adequately marked to aid in identification? (Para 3-7c, AR 190-51) (AR 380-380)			
87. Are all tools stored in locked boxes, buildings, or vehicles tool boxes? (Para 3-7b, AR 190-51)			
88. Is the employee parking area separate from the Corps vehicle parking area? (Para 3-5, AR 190-51)			
89. Are the names, locations, and phone numbers of the Security Officer and local law enforcement agencies posted in an appropriate place? (Para 1-7h(2)(b), AR 190-31)			
90. Is the Physical Security Plan current and adequate?			

**PHYSICAL SECURITY CHECKLIST (Cont'd)**

**PART XII - MISCELLANEOUS (Cont'd)**

ITEM	SATISFACTORY	UNSATISFACTORY	N/A
91. Does the Physical Security Plan include the minimum annexes found in para 2-6, AR 19-13?			
92. What is the date of the current Physical Security Plan? _____			
93. Date of the latest change to the Physical Security Plan? _____			
94. Is the facility responsible for the storage of classified materiel _____			
95. If #94 is yes, are classified documents safeguarded in accordance with AR 380-5 and USACE Supplement 1 thereto?			
96. Have project personnel received training/briefing for:			
a. SAEDA (AR 381-12)			
b. OPSEC			
c. Is their annual Security Indoctrination (ENG Form 3644) properly annotated?			
97. Is this facility/project part of the Physical Security Improvement Program?			
<input type="checkbox"/> Yes <input type="checkbox"/> No			

**PHYSICAL SECURITY CHECKLIST (Cont'd)**

**PART XIII - REMARKS**

**FINDINGS/RECOMMENDATIONS**

**RECURRING DEFICIENCIES**

**GENERAL OBSERVATIONS**